



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREGMIDLANT  
STAFFINST 11240.1  
N10

18 APR 2001

### COMNAVREG MIDLANT STAFF INSTRUCTION 11240.1

Subj: MANAGEMENT OF GOVERNMENT VEHICLES

Ref: (a) PWCNORVAINST 11240.18  
(b) NAVFAC P-300  
(c) DOD REGULATION 4500.36R

Encl: (1) Operator's Inspection Guide and Trouble Report  
(NAVFAC 9-11240/13) (12-69)  
(2) Vehicle Assignment Justification  
(PWC NORVA 11240/44A) (12-99)

1. Purpose. To delineate responsibilities and procedure for use of official government vehicles.

#### 2. Procedures and Responsibilities

##### a. Permanently assigned vehicles:

(1) Department Heads shall:

(a) Ensure vehicle operators have valid state driver's licenses.

(b) Ensure permanently assigned vehicles are sent to Navy Public Works (PWC), Norfolk garage in accordance with Preventive Maintenance (PM) schedule as posted on the vehicle windshield or when advised by PWC Norfolk that maintenance or vehicle safety inspection is required.

(c) Ensure "Operator's Inspection Guide and Trouble Report" is completed by first operator each day, or weekly, at a minimum. Initiate corrective action on any discrepancies reported. Enclosure (1) refers.

(d) Submit requests via enclosure (2) for additional, replacement or rental vehicles providing sufficient justification. Submit requests to PWC Norfolk via COMNAVREG MIDLANT (N02F) for funding, and Management Support Services Office (N10) for approval.

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(e) Ensure vehicles are used for official Government purposes only.

(2) COMNAVREG MIDLANT (N02F) shall administer funds for vehicle rentals and check bills for accuracy.

3. Assignment of Vehicles

a. The following staff departments are permanently assigned non-pool vehicles as listed below:


Commander (Code 00)	1 vehicle
Regional Honor Guard (N10)	2 vehicles
Regional Resources Service Office (N02F)	2 vehicles
Public Affairs Officer (Code 00PA)	1 vehicle
Operations Department (N30)	1 vehicle
Hampton Roads Navy Museum (Code 00PA6)	1 vehicle

b. The executive pool shall consist of 1 vehicle for use by the Deputy Commander/Chief of Staff, Front Office Staff, Command Master Chief, or Department Heads. The Flag Writer will administer control of the executive pool vehicle. Vehicle reservations should be made in advance by calling 322-2800.

c. The staff pool shall consist of 2 vehicles for use by the remainder of the staff. The Deputy Management Services Officer will administer control of the staff pool vehicles. Vehicle reservations should be made in advance by calling 322-2822.

4. Utilization Standards

a. Utilization standards (annual mileages) are monitored by PWC, Norfolk in accordance with references (a-c). Vehicle rotation will be initiated by PWC Norfolk as the necessary criteria are met. In order to support this monitoring it is crucial that correct odometer readings be entered each time the fuel card is utilized.

  
S. E. BARKER  
Chief of Staff

Distribution: (COMNAVBASENORVA/SOPA (ADMIN) HAMPINST 5216.2X)  
List V (Less A001-A024)

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OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT	
REGISTRATION NO.	ODOMETER READING
Use this form as a guide when performing before and after operation inspections. Check (✓) items that require servicing by maintenance personnel.	
<input type="checkbox"/>	1. DAMAGE (Exterior/Interior/Missing Components)
<input type="checkbox"/>	2. LEAKS (Oil, Gas, Water)
<input type="checkbox"/>	3. TIRES (Check inflation, abnormal wear)
<input type="checkbox"/>	4. FUEL, OIL, WATER SUPPLY (Antifreeze in season)
<input type="checkbox"/>	5. BATTERY (Check water level, cables, etc.)
<input type="checkbox"/>	6. HORN
<input type="checkbox"/>	7. LIGHTS/REFLECTORS/MIRRORS/TURN SIGNALS
<input type="checkbox"/>	8. INSTRUMENTS (Oil, Air, Temperature, etc.)
<input type="checkbox"/>	9. WINDSHIELD WIPER
<input type="checkbox"/>	10. CLEAN WINDSHIELD/VEHICLE INTERIOR
<input type="checkbox"/>	11. CARGO, MOUNTED EQUIPMENT
<input type="checkbox"/>	12. STEERING
<input type="checkbox"/>	13. SAFETY DEVICES (Seat belts, flares, etc.)
<input type="checkbox"/>	14. DRIVE BELTS/PULLEYS
<input type="checkbox"/>	15. BRAKES (Drain air tank when equipped)
<input type="checkbox"/>	16. OTHER (Specify in "Remarks")
DATE	OPERATOR'S SIGNATURE
REMARKS	

NAVJAG 9-112/13 (12-69)

Supersedes DD Form 1358

S/N 0105-LF-004-1195

☆ U.S. GPO: 1968-505-007/67151 2-1

Enclosure (1)

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**PWCNORVA 11240/44A -- Vehicle Justification Form (Rev 12-99)**

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VEHICLE JUSTIFICATION FORM FOR EXISTING/NEW REQUIREMENT (circle one)

## 1. Point of Contact for transportation requirements:

a. Command/Activity \_\_\_\_\_

b. Department/Division \_\_\_\_\_

c. Name: \_\_\_\_\_

d. Phone number: \_\_\_\_\_

e. Fax number \_\_\_\_\_

f. Email address: \_\_\_\_\_

For existing vehicle: USN # \_\_\_\_\_

Current mileage \_\_\_\_\_

## 2. Job order number to be charged: \_\_\_\_\_

3. If a government owned vehicle is not available is commercial rental authorized? Full cost of the commercial rental, which is usually substantially higher than government rental rates, will be charged to the using activity.

Yes No

## 4. Primary function(s) supported by this vehicle: (circle all that apply)

Air Operations	Facilities maintenance	Information Technology	Medical Services
Ordnance	Port Operations	Public Safety	Resources Management
Supply/Logistics	Support Services	Administrative functions	BEQ/BOQ
CO/XO/CDO	Community	Duty vehicle	Emergency Services
Environmental	Flag	Grounds maintenance	Housing
Hazmat/Hazwaste	Movement of goods	MWR	Overhaul/repair
Personnel carrying	Safety	Security	Ships/Air squadrons
Utility systems Other (specify) _____			

## 5. How many vehicles are assigned to your department/division that perform the same function? \_\_\_\_\_

6. a. A mission essential vehicle is defined as a vehicle that, if not available, results in a work stoppage that adversely affects fleet readiness, reduces emergency response capability, or endangers public safety or health. Is this vehicle "Mission Essential"?

Yes No

b. What impact would it have on your mission if the assigned/requested vehicle were not available?

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Enclosure (2)

**PWCNORVA 11240/44A -- Vehicle Justification Form (Rev 12-99)**

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7. a. Average number of trips per day on/off base: \_\_\_\_\_

Destination (Location/Bldg. #)

### Purpose

b. Average miles per day Monday through Friday: \_\_\_\_\_

c. Average miles per day Saturday and Sunday: \_\_\_\_\_

d. Time of day vehicle is used: (circle all that apply)

0800-1600      1600-2400      0000-0800

e. Load normally transported:

(1) Commodity/weight \_\_\_\_\_

(2) # of Passengers

8. What measures does your department/division do to ensure security of the assigned vehicle after hours and weekends?

9. How many personnel does this vehicle support? \_\_\_\_\_

10. Is the vehicle used as a "Pool" vehicle? Yes      No

11. How many personnel drive this vehicle on a daily basis? \_\_\_\_\_

12. Is the vehicle on scheduled runs?      Yes      No

13. Can a schedule be established?	Yes	No
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14. Does the current vehicle meet requirements?      Yes      No

15. Would another type vehicle be better suited for your requirements?      Yes      No

If yes, what type vehicle? \_\_\_\_\_

Enclosure (2)

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**PWCNORVA 11240/44A -- Vehicle Justification Form (Rev 12-99)**

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16. If Public Works provided the following services, could they be used to support this vehicle's function?

a. Base Shuttle Bus                      Yes      No

b. Base Radio Taxi                      Yes      No

c. "C" Pool dispatched vehicle      Yes      No

If No, why not?

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1. Include any additional information needed to justify the requirement:

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Authorized activity signature: \_\_\_\_\_  
(required)

For transportation department use only

EC/USN issued: \_\_\_\_\_

Fuel card issued: \_\_\_\_\_

Comments:

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Enclosure (2)